

City of Chattanooga, TN
Personnel Class Specification

Class code 0199

FLSA: Exempt

CLASSIFICATION TITLE: ELECTRONICS SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/technical work functions associated with overseeing design, installation, and maintenance of city radio communications systems, electronic systems, and related equipment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment and makes hiring recommendations; coordinates training activities.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; demonstrates work techniques; assists with complex or problem situations; provides direction, advice, and technical expertise.

Consults with management, mayor, outside agencies, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Communicates with other departments, emergency management officials, law enforcement officials, engineers, vendors, factory representatives, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Coordinates work activities with those of other departments, outside service providers, or other individuals; coordinates equipment shutdown or transfer to alternate systems with operating staff as needed.

Coordinates daily work activities; organizes and prioritizes department workload; prepares project time line charts; makes work assignments.

Conducts inspections at radio sites; monitors status of work in progress; inspects completed work.

Designs equipment used in conjunction with electronic controls; designs computer data screens for city departments.

Supervises installation of large systems; coordinates factory delivery, installation, and training activities.

Supervises and assists with installation, troubleshooting, testing, maintenance, programming, and upgrade of a variety of radio communications and electronic equipment, which may include trunking systems, dispatch consoles, radio systems, mobile radios, portable radios, fire alert central dispatch and remote site systems, weather radar computers, audio systems, video systems, antenna systems, mobile data system and terminals, security systems, telephone circuits, repeater systems, satellite receiver systems, controllers, control stations, control modules, transmitters, multiplexers, comparators, and chargers.

Supervises and performs inspection/testing of machinery, equipment and parts for proper operations; makes adjustments, repairs or replacements as appropriate; reports problem situations.

Operates a variety of equipment and tools associated with department projects, which may include a utility vehicle, forklift, generator, soldering iron, welder, bench grinder, drill, drill press, metal lathe, saw, chain saw, pulley, hoisting pole, ladder, shovel, pick, oscilloscope, gauges, meters, mechanic tools, electronic tools, calibration equipment, diagnostic instruments, computer, printer, scanner, typewriter, calculator, facsimile machine, and copy machine.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data; utilizes word processing, spreadsheet, database, computer-aided design, communications, radio programming, remote control operations, computer operating systems, diagnostic, presentations/graphics, or other software programs.

Supervises and/or performs various computer operational/troubleshooting tasks, which may include programming computerized systems, testing equipment, creating/researching databases, upgrading software/hardware, linking files, backing up data, or replacing paper/toner.

Supervises general cleaning/maintenance tasks necessary to keep vehicles, equipment, tools, and department facilities in operable condition, which may include inspecting equipment, checking fluid levels, greasing equipment, replacing parts, cleaning equipment, cleaning shop/work areas, cleaning restrooms, and disposing of

trash; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Locates property for potential radio sites to expand systems.

Serves as system manager for radio trunking system.

Coordinates acquisition of equipment; assists in writing specifications for radio systems, communications buildings, large generators, and transfer switches; assists in negotiating best prices for equipment; ensures capability of equipment for future expansion; calculates power requirements for electronic equipment; makes equipment recommendations to other departments.

Oversees inventory of electronics/radio equipment, department equipment, parts, tools, or supplies; coordinates transportation of equipment to various sites; initiates requests for new or replacement materials; inventories deliveries of incoming materials.

Schedules preventive maintenance programs for equipment; ensures proper maintenance and inspection of department vehicles.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Develops and implements departmental budget; monitors and approves expenditures.

Develops and implements long and short term plans and goals for the department.

Renews Federal Communications Commission licenses for all applicable city departments.

Prepares or completes various forms, correspondence, reports, invoices, requisitions, time line charts, FCC license applications, performance appraisals, and other documents.

Receives various forms, reports, repair tickets, time line charts, job applications, specifications, blueprints, schematics, catalogs, regulations, manuals, reference materials, or other documentation; reviews, processes, forwards or retains as appropriate.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Coordinates and/or provides training on equipment operations for department staff, city personnel, or other individuals.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the

profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Oversees work performed by outside contractors.

Picks up supplies from local vendors.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in electronics; supplemented by three (3) to five (5) years previous experience and/or training that includes maintenance/programming of electronic equipment and radio communications systems, and computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid FCC General Radio/Telephone Operator License. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, temperature and noise extremes, machinery, vibrations, electric currents, toxic agents, or climbing ladders.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.